

18 JAN 1980

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MEMORANDUM FOR: Deputy Director for Administration
FROM:
Chief, Information Services Staff
SUBJECT: ISS Weekly Report (10-16 January 1980)

Regulations Control Division

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RCD processed 21 regulatory issuances, a number of these for the DCI which were given priority handling. Those which might be of particular interest are:

Records Management Division

RMD held a coordination meeting to discuss the installation of equipment at the Agency Records Center which will support the RAMS system scheduled for completion on 1 June 1980. All agreed that this was a realistic date for completion.

The CARS Task Force objectives have been expanded to include the building of a working computer model of an automated registry and applying the guidelines and model to the development of an actual automated registry system.

RMD is preparing a memorandum to the Deputy Directors calling for a list of positions which require the delegation of national security and downgrading authority. The list will be consolidated and submitted to the DCI for approval.

Classification Review Division

CRD processed approximately 22,000 pages of material and prepared three DCI certifications for continued classification of documents involved in three separate FOIA/PA litigation cases.

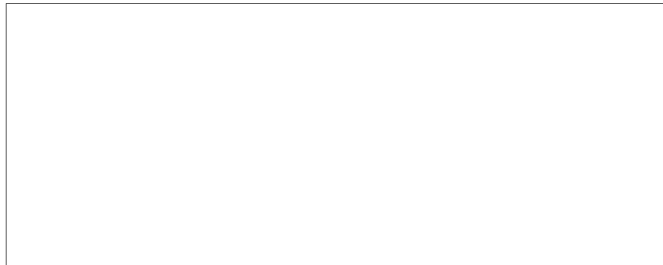
CRD, AARC, and NPIC personnel met to discuss the problems of systematic review for declassification of the permanent non-hard copy material (i.e., film, photographs) belonging to NPIC and stored at AARC. The objective was to determine the amount of material and establish procedures for review. The problems involved with the review of this material have not been resolved and discussions are continuing.

Information and Privacy Division

A separate report is attached.

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Attachment



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MEMORANDUM FOR: Deputy Director for Administration

FROM:

Chief, Information and Privacy Division, ISS

SUBJECT: IPD/ISS Weekly Report (10-16 January)

1. The Week in Review

	<u>10-16 Jan</u>	<u>1979 Weekly Average</u>
a. New cases logged	73	60.6
b. Cases closed	43	59.4
c. New appeals logged	4	4.3
d. Appeals closed	1	2.6
e. Manpower (man-weeks)	92.9	86.2
2. Current Backlogs
 - a. Initial requests - 2697
 - b. Appeals - 423
3. Spotlighted Requests

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b. Production/workload statistics for CY 1979 are presented below. The PA totals include amendment requests, as well as access requests. The figures given for cases carried over from the previous year have been adjusted downward to conform with our computer data. These statistics are still tentative inasmuch as we sometimes have to reactivate "closed" cases or are able to "close out" a case retroactively.

	<u>FOIA</u>	<u>PA</u>	<u>EO</u>	<u>Totals</u>
Workload				
Cases carried over from 1978	1085	1207	330	2622
Cases logged during 1979	1306	1635	181	3122
Totals:	<u>2391</u>	<u>2842</u>	<u>511</u>	<u>5744</u>
Actions taken				
Granted in full	214	103	66	383
Granted in part	201	395	101	697
Denied in full	149	88	36	273
No records found	172	1004	0	1176
No CIA records found	8	44	0	52
Canceled	268	24	2	294
Withdrawn	48	7	0	55
Referred elsewhere	43	1	3	47
Early appeal	97	3	0	100
Early litigation	6	3	0	9
Totals:	<u>1206</u>	<u>1672</u>	<u>208</u>	<u>3086</u>
Cases carried over to 1980	1185	1170	303	2658
Change in backlog	+100	-37	-27	+36

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